

# MEMO:

**TO:** Project Sponsor

**FROM:** Neal Bedlan, Federal Aid Administrator

**RE:** Procurement Procedures for Land and Water Conservation Fund Projects

**DATE:** November, 2002

Sealed bids and small purchase procedures are two methods sponsors may use to acquire labor or materials to complete the project. The sealed bid process is employed when the estimated project cost exceeds the amount stipulated in the state bidding laws that govern your political subdivision. For most sponsors the bid limit is \$25,000. For sponsors that have no bid limit, the federal government sets the limit at \$25,000. Small purchase procedures are used to procure project items that are not required by state law to be obtained by sealed bids. This process is generally used to buy, for example, bleachers, picnic tables, sand or services. This process requires project sponsors to obtain informal quotes from several qualified sources so that all vendors may have the opportunity to bid on the project item.

I've enclosed the appropriate guidelines to assist you with obtaining the services or goods for the project. However, should circumstances require an entirely different method of procurement, you should call me to obtain the proper guidelines. All guidelines are prepared according to approved federal rules and regulations and must be closely followed to avoid any possible audit exceptions.

I encourage you to call me at (402) 471-5424 should you have any questions about the enclosed guidelines.

## NEBRASKA GAME AND PARKS COMMISSION

### PROCUREMENT INSTRUCTIONS SMALL PURCHASE PROCEDURES

(Under \$25,000 Total Cost)

#### Land and Water Conservation Fund Projects

These procedures apply to purchases of project items that are expected to cost less than \$25,000 in the aggregate, and require no public bidding. These project items are generally pre-fabricated or small items such as picnicking and playground equipment, benches, small shelters, backstops, a sidewalk and the like, either to be purchased locally or from a catalog. The aggregate cost means the total cost of all elements that make up the purchased item or facility. **\*NOTE: If the total aggregate cost of the project item is \$25,000 or more public advertising is required and plans and specifications for advertising will also be required. In that event other procurement instructions will be sent to the sponsor. A project item's elements may not be separated to lower the aggregate cost and avoid advertising.**

Provided small purchases meet the above standards the sponsor is required to do the following:

1. Obtain informal proposals or quotes from an adequate number of qualified sources for the material or equipment. If only one quote or bid can be obtained, then so indicate on the form.
2. If the small project item will be constructed on site the sponsor should prepare a bill of materials for requesting bids from qualified local contractors or suppliers.
3. If several contractors or suppliers are available to provide labor to construct the project you should solicit quotes from them.
4. Should the sponsor desire to execute a labor contract , first call the number below. Submit one (1) copy of the signed contract.
5. Retain the quote forms and other related material in your files for possible future audit.

If you are unsure of any aspect of these procedures you are encouraged to call (402) 471-5424.

LAND AND WATER CONSERVATION FUND  
QUOTE/RATE FORM  
FOR  
SMALL PURCHASES (LESS THAN \$25,000)  
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